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Request for Quotations (RFQ) SID320-PR3974207
Room and Service for DEA Intelligence Analyst Workshop, March 16-19 2015, Bali.

Each offer **MUST** provide the information required per **Section III: Solicitation Provision**

SECTION I. STANDARD FORM 1449 AVAILABLE ON
HTTP://PHOTOS.STATE.GOV/LIBRARIES/INDONESIA/502679/PCU/SF1449.PDF

Block 1: Requisition Number: **SID320-PR3952377**; Page 1 of 4

Block 6: Solicitation Issue Date: January 15, 2014; Block 8: Offer Due Date/local time: February, 4 2015, 1.00pm Block 19 through 22: No. 1.

Description: **SID320-PR3974207 Room and Service for DEA Intelligence Analyst Workshop, March 16-20, 2015, Bali.** Offeror must also fill out block 17a (DUNS number must be typed on Code column if available), block 23 and 24 is total price, and block 30.

SCOPE OF SERVICES – CONTINUATION OF SF1449

This solicitation is to provide the following functions rooms and services for an event for period of March 16-19, 2015 The provider should be 5 stars hotel in these area: Kuta, Nusa Dua area, Seminyak, or Ubud, Bali

PRICING The Contractor SHALL provide a firm fixed price in **Indonesian Rupiah** (one currency only) for: **SID320-PR3974207 Room and Service for DEA Intelligence Analyst Workshop, March 16-19 2015, Bali.**

Name of provider & logo:
Project Manager:

Address & Phone number:
E-mail address:

CLIN#	Category	Quantity (1)	Unit	Times (2)	Unit Cost/time [Price of (1) unit only]	Total Cost [(1)*(2)]
1	Conference Session					
a	Function room	1	Ro	4 Days		
b	Coffee breaks (two times)	30	Pk	4 Days		
c	Lunch	30	Pk	4 Days		
d	Equipment	1	Lo	1 Days		
e	Group photo to include printing and holder	35	Ea	1 Time		
f	Parking lot for motorbike	20	Ea	4 Days		
g	Parking lot for cars	15	Ea	4 Days		
2	Lodging Room	3	Ro	7 Nights		
	GRAND TOTAL					

Additional information:

- Unit prices for item 1b-1c should be informed per package
- If price of one CLIN is including in other CLIN, put information, for example: ‘the cost is inclusive in CLIN 1b’
- *) Equipment, supplies, and facilities price is the total, contractor may breakdown the equipment, supplies, and facilities information in other page, but not in the spreadsheet.
- Quotation on spreadsheet above should include all of the service provided in continuation of description specification of work below.

CONTINUATION OF SF1449 – SCHEDULE OF SUPPLIES/SERVICES (BLOCK 20): DESCRIPTION/SPEC Request for Quotations

SID320-PR3974207 Room and Service for DEA Intelligence Analyst Workshop, March 16-19 2015, Bali.

Specification of works:

1. Meeting Sessions, March 16-19*, 2015: The contractor will provide the function room, services, and items required below.

- a. One (1) conference room
 - To accommodate approximately up to 50 people, from 07.00am – 06.00pm, and space for booth of two (2) interpreters and sound (will be rented from outside).
 - Must have PA system and adequate size for workshop equipment and seating arrangement.
 - Seating style: modified class room or ‘fish bone’ and a table with 3 chairs, (see appendix A and B).
 - Registration desk with 2 (two) stacking chairs outside the room
 - Must have unobstructed view, soundproof, comfortably air conditioned, with adequate lighting.
- b. Coffee breaks to be served @foyer with tea, coffee and 2 kinds of pastries, savory and sweet:
 - Two (2) times coffee break – during the meeting for 30 pax.
- c. A conference lunch buffet style, consist of a mix of local and western food with free flow water and soft drinks, for 30 pax.
- d. Equipment and supplies during the conference:
 - One (1) standing podium, one (1) standing microphone, four (4) cordless microphones,
 - One (1) 3000-lumens projector with Mini HDMI connector and HDMI connector, and one (1) projection screen.
 - Two (2) write-on easel with two (2) extra replacement charts, one (1) whiteboard, and erasable markers in various color.
 - Extension cord and power strip with total of thirty (30) connectors.
 - One (1) set gong for opening ceremony.
 - Desk name signage for delegation.
 - Delegate amenities and bottled water (maximum 2 bottle per days) for each participant, during the conference.

A concierge for troubleshooting any conference support activities problems is required.
- e. Group photo, one pose, for 40 attendees, and A4 size print out for 35 ea, along with presentation holder.
- f. Parking lot for commuters: twenty (20) motorbikes and fifteen (15) cars for March 16-19.

Rooms and other required facilities/services:

2. Standard room, single occupancies, including breakfast – king or queen size, with below schedule:
Three (3) rooms (should be same type), check in on March 14 and check out on March 20, 2015
3. Provider should have business center facilities. All the cost must be charged based on actual cost.